



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 3, 2022

MRS. BEVERLY STITELY, TREASURER
PARROTT FOR CONGRESS
20005 LINDENHURST CT
HAGERSTOWN, MD 21742-9771

Response Due Date
12/08/2022

IDENTIFICATION NUMBER: C00691931

REFERENCE: OCTOBER QUARTERLY REPORT (07/01/2022 - 09/30/2022)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 9 item(s):

1. The totals listed on Lines 6(a), 6(b), 6(c), 7(a), 7(c), 11(a)(i), 11(a)(ii), 11(a)(iii), 11(b), 11(c), 11(e), 16, 17, 20(a), 20(d), and 22, Column B of the Summary and Detailed Summary Pages appear to be incorrect. Column B figures for the Summary and Detailed Summary Pages should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for this report and all subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the election cycle-to-date totals (11/4/2020 through 11/8/2022). (52 U.S.C. § 30104(b) (formerly 2 U.S.C. § 434(b)) and 11 CFR § 104.3)
2. There should not be a gap in the coverage dates of your report. You must file an amended 2022 October Quarterly report to include the activity from 6/30/2022 to 9/30/2022. (52 U.S.C. § 30104(b) (formerly 2 U.S.C. § 434(b)) and 11 CFR § 104.3)
3. Schedule A of your report indicates that your committee may have failed to file one or more of the required 48-hour notices regarding "last minute" contributions (to include loans, in-kind contributions, and advances) received by your committee after the close of books for the 12 Day Pre-Primary Report (see attached). A principal campaign committee must notify the Commission, in writing, within 48 hours of any contribution of \$1,000 or more received between two and twenty days before an election. These contributions are then reported on

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the next report required to be filed by the committee. To ensure that the Commission is notified of last minute contributions of \$1,000 or more to your campaign, it is recommended that you review your procedures for checking contributions received during the aforementioned time period. The failure to file 48-hour notices may result in civil money penalties or legal enforcement action. (11 CFR § 104.5(f))

If any contribution of \$1,000 or more was incorrectly reported, you must amend your original report with the clarifying information.

4. Commission Regulations require that a committee discloses the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR § 104.3(a)(4)(i)) Identification for an individual is defined as the full name (initials for first or last name are not acceptable), complete mailing address, occupation, and name of employer. (11 CFR § 100.12) Your report discloses contributions from individuals for which the identification is not complete.

The following employer and occupation entries appear on your report and are not considered acceptable: "(Blank)/(Blank)," "(Blank)/Consultant," "(Blank)/Self Employed," "Self Employed/Self Employed," "Unknown/(Blank)" and "Unknown/Unknown."

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR § 104.7(b)(1)) See 11 CFR § 104.7(b)(1)(i)(B) for examples of acceptable statements regarding the requirements of federal law.

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2)) The requests must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of

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such information, and

- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you should either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR § 104.7(b)(4))

Please amend your report to provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

5. Schedule A of your report contains entries for contributions made by more than one person. Please be advised that for contributions made by more than one individual in a single written instrument, you must report the amount attributed to each contributor along with all the required contributor information (full name, address, occupation, and employer) in a separate entry for each person. See 11 CFR §§ 100.12, 104.8(a), (b) and (d)(1) and the Campaign Guide for Congressional Candidates for additional clarification.

6. Schedule A of your report discloses contributions received from a trust. Please be advised that for contributions received from a revocable or living trust, you must report the contribution as made by the beneficiary of the trust and disclose his or her required identification information (full name, address, occupation, and employer). For permissible contributions made by an irrevocable or testamentary trust, you must disclose the attribution for the contribution, including the person's required identification information (full name, address, occupation, and employer). Please note that contributions from a trust established for the benefit of a minor child can be attributed to the minor child if (i) he or she makes a knowing and voluntary decision to contribute, (ii) the funds are owned or controlled exclusively by the child, and (iii) the contribution is not made from the proceeds of a gift given to the child for the purpose of providing funds to be contributed to a candidate for Federal office. If the minor child's contribution does not satisfy the stated criteria, the contribution must be attributed to the adult trustee, parent or legal guardian of the child. (11 CFR §§ 104.3(a)(4)(i), 104.8, and 110.19; AOs 1978-07 and 1999-19)

7. On Schedule B supporting Line 17 of your report, you have itemized disbursements for which you have failed to include the address and/or purpose. Please amend your report to include the missing information. (11 CFR §

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104.3(b)(4))

Additional clarification regarding purposes of disbursement and a non-exhaustive list of acceptable purposes are available on the FEC website at <http://www.fec.gov/help-candidates-and-committees/purposes-disbursement/>.

8. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B supporting Line 17 of your report to clarify the attached descriptions. For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(4)(i)(A).

Additional clarification regarding inadequate purposes of disbursement and a non-exhaustive list of acceptable purposes are available on the FEC website at <http://www.fec.gov/help-candidates-and-committees/purposes-disbursement/>.

9. Schedule B of your report discloses reimbursements to individuals for the attached disbursements. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information on Schedule B and clearly identify each memo entry supporting a reimbursement. If itemization is not necessary, you must indicate so in an amendment to this report. (11 CFR §§ 104.3(b)(4)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3)

- Your report disclosed a category of financial activity that appears to be disclosed on the wrong line of the Detailed Summary Page. For your information and consideration when preparing future filings, contributions from other political committees should be properly disclosed on a separate Schedule A, supporting Line 11(c) of the Detailed Summary Page. Please refer to the Form 3 instructions for each line when determining the proper categorization(s) for your next filing. (11 CFR § 104.3(a) and (b))

- Your report fails to provide election designations for contributions disclosed on Schedule A for Line 11(a). Please note that Authorized committees should indicate the election for which the contribution was designated. If no election is designated, the contribution is applied to the next election for the federal office the candidate is seeking after the contribution date. (11 CFR §§ 110.1(b)(2) and 110.2(b)(2))

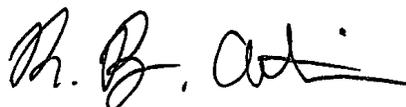
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Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. For information about the report review process or specific filing information for your committee type, please visit www.fec.gov/help-candidates-and-committees. For more information about Requests for Additional Information (RAI), why you received a letter, and how to respond, please visit www.fec.gov/help-candidates-and-committees/request-additional-information. Should you have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1196.

Sincerely,

A handwritten signature in black ink, appearing to read "B. B. Austin". The signature is fluid and cursive, with a prominent initial "B." followed by "Austin".

Bradley Austin

Sr. Campaign Finance & Reviewing Analyst

Missing 48-Hour Notices
Parrott for Congress (C00691931)

Contributor Name	Date	Amount	Election
Alex PAC	7/1/22	\$5,000.00	G2022
Defend Freedom PAC	7/1/22	\$5,000.00	G2022
High View Acres	7/1/22	\$1,000.00	G2022
Hinman, Roy	7/1/22	\$2,900.00	G2022
Mellott, Herman & Brenda	7/1/22	\$1,500.00	G2022
Renehan, Debra	7/5/22	\$1,000.00	G2022
Wivell, William	7/6/22	\$1,000.00	G2022

**Incorrectly Reported Disbursements
Parrott for Congress (C00691931)**

Reimbursements to Individuals for Non-Travel Purposes

Name	Date	Amount	Purpose
Parrott, Neil	7/1/2022	\$6,551.11	2nd quarter reimburse expenses
Parrott, Neil	7/31/2022	\$3,527.07	July 2022 Expenses Reimbursed
Parrott, Neil	8/31/2022	\$2,955.24	August 2022 Expenses Reimbursed
Parrott, Neil	9/30/2022	\$79.46	September 2022 Expenses Reimbursed

Inadequate Purposes

Name	Date	Amount	Purpose
FCRCC	7/7/2022	\$500.00	A *FCRCC BRUNSWICK MD XXXX-XXXXXX-01012 - APRIL J PARROTT
Amazon	9/6/2022	\$18.01	AMAZON.COM*1F7BB6AF1AMZN .COM/BILL WA XXXX- XXXXXX-01012 - APRIL J PARROTT
Amazon	9/28/2022	\$552.99	AMZN MKTP US*140VJ0CAMZN.COM/BILL WA XXXX-XXXXXX-01012 - APRIL J PARROTT
Amazon	9/29/2022	\$14.83	AMZN MKTP US*148GY5LAMZN.COM/BILL WA XXXX-XXXXXX-01012 - APRIL J PARROTT
Amazon	9/8/2022	\$499.46	AMZN MKTP US*1F9NP8XAMZN.COM/BILL WA XXXX-XXXXXX-01012 - APRIL J PARROTT
Amazon	9/16/2022	\$55.50	AMZN MKTP US*1M8QC1VAMZN.COM/BILL WA XXXX-XXXXXX-01012 - APRIL J PARROTT
Antietam Cable	7/1/2022	\$579.70	ANTIETAM CABLE TELEV(301)797-5000 MD XXXX XXXXXX-01004 - NEIL C PARROTT
Brilliant Promos	9/7/2022	\$408.50	BRILLIANTPROMOS 8553867924 AZ XXXX-XXXXXX-01012 - APRIL J PARROTT

**Incorrectly Reported Disbursements
Parrott for Congress (C00691931)**

Original Supplies	9/14/2022	\$867.04	BT*ORIGINALSUPPLIES.FORT LEE NJ XXXX-XXXXXX- 01012 - APRIL J PARROTT
Amazon	9/14/2022	\$906.31	BT*ORIGINALSUPPLIES.FORT LEE NJ XXXX-XXXXXX- 01012 - APRIL J PARROTT
Toner Buzz	9/27/2022	\$3,274.36	BT*TONER BUZZ NORTHVALE NJ XXXX- XXXXXX-01012 - APRIL J PARROTT
RumbleUp	9/21/2022	\$67.20	CAPITOL HILL CLUB 00WASHINGTON DC XXXX- XXXXXX-01004 - NEIL C PARROTT
direct vernon hills	9/30/2022	\$424.51	CDW Direct Vernon HiVernon Hills IL XXXX-XXXXXX-01012 - APRIL J PARROTT
Middletown Valley Bank	9/15/2022	\$100.00	Chargeback 1485
Middletown Valley Bank	8/31/2022	\$1,000.00	Chargeback 4649
Direct Mail Processors	8/12/2022	\$1,365.90	Check 1001
Planet Direct Mail	8/15/2022	\$4,506.56	Check 1002
USPS	8/17/2022	\$12,959.15	CHECK 1003
Fulfillment Solutions	8/19/2022	\$1,088.32	Check 1004
Fulfillment Solutions	8/30/2022	\$5,000.00	Check 1006
Fulfillment Solutions	9/2/2022	\$5,748.85	Check 1007
Donor Bureau	9/6/2022	\$215.80	Check 1008
HSP Direct	9/8/2022	\$4,950.00	Check 1009
USPS	9/8/2022	\$6,718.33	CHECK 1011
Sunrise Data Services	9/8/2022	\$706.66	Check 1012
Fulfillment Solutions	9/16/2022	\$1,500.00	Check 1013
Direct Mail Processors	9/16/2022	\$641.13	Check 1014
Donor Bureau	9/19/2022	\$1,526.67	Check 1015
Fulfillment Solutions	9/19/2022	\$5,929.83	Check 1016
Sunrise Data Services	9/21/2022	\$571.23	Check 1018
Fulfillment Solutions	9/23/2022	\$3,236.60	Check 1019
HSP Direct	9/28/2022	\$2,750.00	Check 1020
USPS	7/6/2022	\$13,500.00	Chk CHK#342 Payee:
Mercersburg Printing	8/25/2022	\$1,865.60	Chk CHK#351 Payee:
HBP	9/7/2022	\$4,352.06	Chk CHK#353 Payee:

**Incorrectly Reported Disbursements
Parrott for Congress (C00691931)**

printer solutions	9/28/2022	\$449.99	DNPRINTERSOLUTIONS FORT COLLINS CO XXXX-XXXXXX- 01012 - APRIL J PARROTT
hootsuite	9/21/2022	\$279.00	HOO*HOOTSUITE INC 778-588- 9767 CA XXXX-XXXXXX- 01012 - APRIL J PARROTT
i360	9/24/2022	\$900.00	I360 LLC - I-360.COMARLINGTON VA XXXX-XXXXXX-01012 - APRIL J PARROTT
Lowe's	9/3/2022	\$35.36	LOWES.COM 1-800-445-6937 NC XXXX-XXXXXX-01004 - NEIL C PARROTT
Lowe's	9/19/2022	\$692.18	LOWES.COM 1-800-445-6937 NC XXXX-XXXXXX-01004 - NEIL C PARROTT
Mailchimp	7/13/2022	\$92.22	MAILCHIMP *MISC MAILCHIMP.COM GA XXXX- XXXXXX-01012 - APRIL J PARROTT
Mailchimp	8/12/2022	\$121.90	MAILCHIMP *MISC MAILCHIMP.COM GA XXXX- XXXXXX-01012 - APRIL J PARROTT
Mailchimp	9/13/2022	\$121.90	MAILCHIMP *MISC MAILCHIMP.COM GA XXXX- XXXXXX-01012 - APRIL J PARROTT
RumbleUp	9/20/2022	\$28.00	MJ VALET Washington DC XXXX-XXXXXX-01004 - NEIL C PARROTT
Paper-Papers LLC	9/9/2022	\$505.35	PAPER - PAPERS LLC PORTAGE IN XXXX-XXXXXX-01012 - APRIL J PARROTT
Paper-Papers LLC	9/12/2022	\$1,014.07	PAPER - PAPERS LLC PORTAGE IN XXXX-XXXXXX-01012 - APRIL J PARROTT

**Incorrectly Reported Disbursements
Parrott for Congress (C00691931)**

Paperworks.com	9/11/2022	\$279.82	PAPERWORKS.COM PAWTUCKET RI XXXX- XXXXXX-01012 - APRIL J PARROTT
RumbleUp	7/7/2022	\$100.00	RUMBLEUP WASHINGTON DC XXXX-XXXXXX-01012 - APRIL J PARROTT
Sam's Club	7/9/2022	\$64.11	SAM'S CLUB 6652 6652FREDERICK MD XXXX- XXXXXX-01004 - NEIL C PARROTT
Sam's Club	9/27/2022	\$656.57	SAM'S CLUB 8193 8193HAGERSTOWN MD XXXX-XXXXXX-01012 - APRIL J PARROTT
Sam's Club	9/16/2022	\$30.72	SAMSCLUB.COM#6279 62TEMPLE TX XXXX-XXXXXX-01012 - APRIL J PARROTT
Staples	9/28/2022	\$609.49	STAPLES.COM 800-333-3330 MA XXXX-XXXXXX-01012 - APRIL J PARROTT
Techforless.com	9/5/2022	\$1,824.23	TECHFORLESS.COM 866-880- 1230 CO XXXX-XXXXXX- 01012 - APRIL J PARROTT
Techforless.com	9/29/2022	\$762.04	TECHFORLESS.COM 866-880- 1230 CO XXXX-XXXXXX- 01012 - APRIL J PARROTT
Ristorante Ottaviani	9/10/2022	\$258.00	TST* RISTORANTE OTTACUMBERLAND MD XXXX-XXXXXX-01004 - NEIL C PARROTT
Wal-Mart	9/24/2022	\$46.67	WAL-MART SUPERCENTERHAGERSTOWN MD XXXX-XXXXXX-01012 - APRIL J PARROTT